



**UNITED STATES MARINE CORPS**  
MARINE ARTILLERY DETACHMENT  
US Army Field Artillery School  
PO Box 810  
FORT SILL, OKLAHOMA 73503-5810

IN REPLY REFER TO  
DetO 1000.3B  
810CO  
1 December 08

DETACHMENT ORDER 1000.3A

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR STUDENT PERSONNEL

Ref: (a) MCO P1020.34G w/Ch 1-4  
(b) DetO 1050.1F  
(c) MCO P6100.12

Encl: (1) Base General's Memorandum concerning "Off-Limits" Establishments  
(2) Battery Commanders Memorandum concerning "Off-Limits" Establishments  
(3) Wall Locker Display  
(4) Daily Schedule of events

1. Purpose. To set forth the Standing Operating Procedures (SOP) for Marines assigned to the Marine Battery, Fort Sill, Oklahoma. This order is to clearly establish the rules, regulations, and standards of conduct applicable to all Marines while assigned to the Marine Battery for training at Fort Sill. Any violation of the provisions set forth in this order may subject the violator to punitive action as set forth in the Manual for Courts-Martial and in accordance with the Uniform Code of Military Justice.

2. Classification of Students. Students assigned to the Battery will fall into one of two classifications: Entry Level Trainee or Non-Entry Level Trainee.

a. Entry Level Trainees. A Marine is considered an Entry Level Trainee if he has not been stationed in the Operating Forces prior to reporting to Fort Sill.

(1) Active Duty. Marines that report to Fort Sill directly from Marine Combat Training (MCT) or a prerequisite school prior to reporting to Fort Sill, are considered an Entry Level Trainee regardless of the amount of time in service in the Marine Corps.

(2) Reserves. Marines reporting to Fort Sill directly from MCT or a prerequisite school prior to reporting to Fort Sill are considered an Entry Level Trainee. Exceptions to this policy are Marines that have spent at least one satisfactory year in the Selected Marine Corps Reserve. Marines meeting this minimum requirement may be assigned as a Non-Entry Level Trainee at the discretion of the Battery Commander.

b. Non-Entry Level Trainees. Marines assigned to Fort Sill for training via a lateral move are classified as Non-Entry Level Trainees.

(1) Marines classified as Non-Entry Level Trainees are afforded a greater degree of privilege and trust. Marines who are unclear as to which category they fall under should seek clarification from the Chain of Command.

3. Standards of Conduct. All Marines assigned to the Marine Battery will conduct themselves in a mature and professional manner at all times. Their conduct and attitude will exemplify the high standards and core values set forth by Marine Corps regulations.

4. Check-in Procedures. Upon reporting to the Marine Battery, each Marine will be assigned to billeting. Marines attending initial MOS training will be billeted in one of the rooms in building 3622 or 3624. All Marines will receive a brief from one of the Platoon Sergeants. Marines will also sign for (1) pillow, (2) sheets, (1) pillowcase, and (1) blanket. Based on the time of year, seasonal items (i.e. GORTEX, canteen, insulating gear, black fleece, and black beanie) will be issued to all Marines. Marines will also receive a serviceability and accountability inspection of issued uniform items through a wall locker inspection [see Enclosure (3)]. This inspection will be conducted by Platoon Sergeants during the first week and will identify any uniform discrepancies. All serial numbers for high dollar items will be turned into the Platoon Sergeants. All contraband will be collected, inventoried and secured in the Battery Gunnery Sergeant office by a member of the Battery staff. Items that are considered contraband include: personal weapons of any kind including knives, flammable liquids, drugs or drug paraphernalia, alcohol, pets, and any item designated by the Battery Commander that would disrupt the good order and discipline of Marines assigned to the Marine Battery.

5. Accountability. Accountability for all Marines assigned to the Battery rests with the Battery Commander. In order to maintain accountability, daily formations for all Marines will be conducted. Unless excused by a member of the chain of command, all Marines will be present for every formation. See Enclosure 4 for further details.

6. Sick call. During normal duty hours, Marines requiring medical attention will report to the Platoon Sergeant's office after morning roll call. Based on the initial assessment, the Medical Platoon Sergeant will make the determination of whether or not the Marine will participate in the daily PT session. Immediately after PT, the afflicted Marines will report to the Platoon Sergeant's office to complete a sick call slip and retrieve their Medical Record. After receiving both the sick call slip and their record, they will be transported by the duty van directly to the Troop Medical Clinic (TMC) for sick call prior to 0700. At TMC, Medical personnel will evaluate the Marine.

Upon returning from sick call, Marines will immediately report to one of the Battery Platoon Sergeants for further direction and transportation to their class or other assignment. At this time, the Marine will show all medications to the Medical Platoon Sergeant. The Battery staff will maintain positive control over all narcotics or psychotropic drugs dispensed to the Marines. Non-controlled

medications (i.e. over-the-counter) will be kept by the Marine for use as prescribed. Marines requiring after hours medical assistance will report to the Staff Duty Noncommissioned Officer (SDNCO) located in the Platoon Sergeants office, building 3623. They will be transported to the Reynolds Army Community Hospital Emergency Room for treatment. Every Marine transported to the hospital after hours will have an escort assigned to him. The Battery Chain of Command will then be notified.

7. Barracks Life. Marines are reminded that their actions and standards of conduct in such a close quarters environment can very quickly affect those around them. Unsanitary living habits will not be tolerated. One Marine's lack of consideration towards those around him can easily result in disorder and misconduct. Any Marine that causes damage to the barracks will be punitively disciplined as deemed necessary by the Battery Commander. The Marine will also reimburse the government for all damage caused. Accordingly, the following rules govern Marines living in battery barracks spaces:

a. Marines will have their wall lockers locked at all times. Room doors will NOT be locked at any time. After reveille doors will be propped open all day until after final formation.

b. Food and drinks will only be consumed in the recreation room or bleacher area. Only water from a closed bottle or canteen may be consumed within the barracks.

c. All visitors must sign in with the DNCO and are only authorized in the Battery Recreation Room. Marines are only allowed to sign out with immediate family members, and only if authorized by the Battery Staff.

d. The following Army spaces are off limits (building 3601 and unoccupied wings of 3624). The soldiers (which include females) in these spaces are awaiting discharge due to disciplinary infractions. Fraternization, socializing or any other form of communication with Army personnel in these areas is strictly prohibited.

e. Any damage or unsatisfactory maintenance condition (i.e. an overflowing toilet or sink) will be immediately reported to either a Platoon Sergeant or the SDNCO.

f. Audio devices will only be played with headphones. During working hours, electronic devices will not be operated or left plugged in to an external outlet. Equipment left plugged in will be confiscated, and the Marine responsible will be punished appropriately. No headphones will be worn while in uniform. Audio equipment with headphones is authorized after Taps.

g. Marines should not maintain large amounts of cash on their person or stored in their wall locker. No more than \$50.00 cash is recommended. Keep only what is absolutely needed. Deposit or send home any extra money. It is recommended that each Marine purchase a padlock w/key. The combination locks issued while in Boot Camp are easily forced open and do not provide adequate security for your valuables. No personal gear will be left outside of wall lockers when

the room is un-occupied. Gear left out will be confiscated and secured by the Battery Staff.

h. The phrase "ATTENTION ON DECK" will be loudly announced for Majors or above that enter the room, hallway, or battery office spaces.

i. Taps will sound each weeknight and Sunday at 2200. All lights will be turned off in the room. The DNCO will secure the recreation room and the weight rooms. The recreation room, classroom will be secured at 2400 on Holidays, Friday and Saturday nights.

j. Morning clean up for each room will be completed each morning before formation for class or daily routine. Morning cleanup refers to cleanliness of each individual room. It includes ensuring personal gear is secured, racks are made, and room is generally clean. The cleaning of common areas (i.e. laundry room, head, and hallway) will be conducted by Marines not currently in class, and assignments will be posted on the read board. The cleanliness of the barracks is important for health and hygiene. Living in the close confines of the barracks can lead to the spread of germs, sickness and even disease. Maintaining a clean barracks and work space helps prevent germs from spreading.

k. Field Day will be conducted every Monday immediately following evening chow. The Battery Staff may conduct field day on alternate days as deemed necessary. Marines will not secure from Field Day until their room and assigned common areas pass inspection. A Platoon Sergeant will be in charge of and inspect all field day areas. An individual designated by a Platoon Sergeant will be in charge of cleaning the common areas. FIELD DAY IS IMPORTANT TO THE HEALTH AND WELFARE OF MARINES, AND AIDS IN MAINTAINING GOOD ORDER AND DISCIPLINE IN THE BATTERY. FIELD DAY WILL BE TAKEN SERIOUSLY.

l. Linen Survey will be conducted at Battery Supply each Monday during field day. Each Marine will exchange (2) sheets and (1) pillowcase. Blankets and pillows will be exchanged every 2 weeks at a minimum.

m. Marines will not use empty wall lockers to store their belongings, nor will they augment their personal storage space by placing any extra three-drawer chests taken from empty wall lockers into their wall locker. All wall lockers will be set up in accordance with Enclosure (3). Every set of racks has one assigned footlocker. The only gear permitted in the footlockers is dirty laundry and laundry soap. Marines will not let laundry accumulate.

n. The Marine Battery Staff may conduct wall locker inspections at any time to verify accountability and serviceability of a Marine's uniforms. Wall locker inspections will occur upon arrival at Fort Sill, and as directed by the Battery Commander.

o. There are many recreational activities available aboard Fort Sill. There is a movie theater, bowling alley, library, swimming pool (one indoor and one outdoor), three gymnasiums, tennis courts, museums, running trails and many opportunities to fish. In addition, there is a

weight room and lap pool in Rhinehart gym located east of the Battery area. Goldner Gym is also available and is located across Sheridan Road past the movie theater. The battery has footballs, basketballs, baseball equipment and other recreational equipment. This gear can be checked out once liberty has been sounded on weeknights and weekends from the DNCO.

p. It is highly recommended that each Marine establish a "MyPay" account through the Defense Finance and Accounting Service website. The Platoon Sergeants will assist all newly joined Marines with establishing this service. Marines can then access their "MyPay" on any computer with internet access.

q. Orders assigning Marines to train at Ft. Sill do not authorize families to accompany them. It is highly recommended that Marines leave their families in place for the short time they are stationed here due to the expense they would incur and the distraction from their studies.

r. Chapel services are scheduled throughout the week. The Grierson Hill Chapel is located adjacent to the Education Center and Movie Theater. Frontier Chapel is located near Rhinehart gym. Chapel schedules will be posted on the read board in the Battery CP.

8. Grooming Standards. As Marines stationed on an Army Post, it is important that students and permanent personnel maintain the highest standard of military appearance in order to maintain the professional reputation of the Corps. Marine Corps grooming standards will be enforced. Marines will strictly adhere to grooming standards contained in reference (a).

a. Uniforms will be clean and maintained daily.

b. Hair will be worn neatly and closely trimmed in accordance with reference (a).

c. All Marines will shave each morning after reveille and prior to the first formation.

d. Marines will trim their nails to maintain a neat and clean appearance as part of their basic hygiene.

e. Boots will be scrub brushed daily, and the appropriate Martial Arts belt will be worn.

f. Identification tags will be worn and the identification card will be carried at all times.

9. Liberty Attire. Students will be briefed as to proper liberty attire. While on liberty, the following dress code will apply:

a. All articles of clothing will be in good condition. Clothing that is dirty, torn or poorly fitted will NOT be permitted.

b. Clothing with racist, rude, offensive or inappropriate slogans or pictures will not be worn.

c. PT gear is not authorized liberty attire. It will only be worn when in the Battery area, while conducting physical training or when traveling to or from the gym.

d. PT gear and civilian attire will not be worn together.

e. Shower shoes are not authorized footwear outside of the barracks.

#### 10. Leave and Liberty

a. Annual Leave. Normally, annual leave will not be granted to Marines while they are students aboard Fort Sill. Annual leave may be granted (on a case by case basis) by the Battery Commander if sufficient justification exists and a leave request, leave pledge and proper trip plan are submitted. The Battery Commander will consider academic standing, previous conduct and behavior when determining whether leave is justified.

b. Emergency Leave. Marines will be authorized emergency leave in accordance with Marine Corps policy. The Fort Sill office of the American Red Cross (580-442-2426) must verify all facts regarding the circumstances that require a Marine's immediate presence. The party requesting the Marine's presence via their local Red Cross Office normally initiates this verification. That office will contact the Fort Sill Red Cross who will relay the request and any pertinent information to the Battery. Once verification is received, the Battery Commander will determine whether or not to grant the Marine's request.

c. Liberty. Marines are reminded that liberty is a privilege, not a right. The authority to grant or to suspend liberty rests solely with the Battery Commander. A Marine's performance as a student and a Marine shall bear heavily on any decision to suspend or modify this privilege. Marines will be assigned to one of two liberty phases by the battery staff with guidance from the Battery Commander or First Sergeant:

(1) **Phase I Liberty** is to acquaint newly joined Marines to the Ft Sill area, and to refocus those Marines with academic or disciplinary problems by providing more time to study and concentrate on MOS qualification. Marines on light duty and Marines who do not meet the physical fitness criteria in paragraph 10(b) may also be placed on Phase I liberty. The Marine's instructor or the battery chain of command will recommend this phase of liberty to the Battery Commander on a case by case basis. Stipulations for Phase I liberty includes:

(a) Utility Uniform must be worn while outside of the Battery area.

(b) Utility Uniform or PT gear is authorized in the Battery area.

(c) The Marine may visit anywhere on Fort Sill after liberty is sounded. Off base liberty is not authorized except by Special Liberty

(d) The Marine must have a liberty buddy (of Phase I or II).

(e) The Marine must sign out in the liberty log and report in with his liberty buddy to the DNCO.

(f) CIVILIAN ATTIRE IS NOT AUTHORIZED

(g) No consumption of alcoholic beverages (within Battery area, if under age, or on Phase I due to disciplinary reasons).

(h) Phase I Liberty shall start at 1830 (following evening chow) and expire at 2145 (lights out at 2200) for all Marines on school/duty status during the school week and start at 1830 (following evening chow) on Friday and expire at 2345 (Friday Night), start 0530 Saturday and expire at 2345 (Saturday Night) and start at 0530 on Sunday and expire at 2145 on Sunday night for weekends and holidays (**no overnight liberty authorized without a special liberty chit**).

(3) **Phase II Liberty** status is defined as liberty within the city limits of Lawton, Fort Sill, Medicine Park, Wild Life Refuge, ALSA Elgin, and Lake Lawtonka. **Liberty excludes all strip clubs and establishments listed in both the Commanding General's and Battery Commander's Off Limits Establishments (Enclosures 1 and 2).** Phase II liberty is designed to allow Marines to relax on the weekend, and enjoy activities that the local area has to offer. Entry level Marines may be granted Phase II Liberty if they meet all disciplinary, physical fitness, and academic qualifications. In order to maintain Phase II liberty status, Marines must maintain an academic average of 80%. If a Marine's average falls below 80% he will be placed on Phase I Liberty. If the Marine is in severe danger of failing, he may be placed on Phase I with more restrictions to the **Battery Area only pending the decision of the Battery Commander** with the recommendation of the instructor. This will allow the Marine to focus on his studies without distractions. Failure to comply will result in administrative and/or punitive action. All Marines will be required to complete the following tasks in order to achieve Phase II Liberty status:

(a) Marines must attend a welcome aboard brief from a member of the battery chain of command.

(b) Marines must complete a uniform inventory or inspection and have 100% of standard issue (with proper marking) or a valid reason for discrepancies.

(c) Spend a minimum of 1 week acclimating on Phase I.

(d) Must receive a safety brief as given by the Battery Commander, Battery 1stSgt or Battery GySgt on a weekly basis or before long liberty/leave periods are granted.

(e) Phase II Liberty shall start at 1830 (following evening chow) and expire at 2145 (lights out at 2200) for all Marines on school/duty status during the school week and start at 1830 (following evening chow) on Friday and expire at 2145 on Sunday night for weekends and holidays (**overnight liberty authorized**). (Note: Taps discussed in paragraph 7.h)

(f) Marine must pass a PFT for his age group with at least a third class.

(4) The following accountability information pertains to all phases of liberty:

(a) All Marines will have AND STAY WITH their liberty buddy until they check in from liberty with the SDNCO. **If you lose track of your liberty buddy inform the SDNCO or Platoon Sergeant immediately for guidance.**

(b) The SDNCO may conduct random Phase I accountability formations throughout the day.

(c) All Marines must carry on their person their Arrive Alive Card when on any type of liberty. This card provides contact information for the Detachment Staff Duty as well as to local cab companies that can drive on base. If on Special Liberty, each Marine must provide contact information and an accurate address for where they will be staying.

(d) After taps, all Marines will remain in their racks unless making a head call or studying in a designated area of the Marine Battery.

(5) NCOs and above. Liberty will expire at 2345 on evenings prior to class. On other days, NCOs must check in with or call the SDNCO NLT 0700 the following morning. NCOs may be placed on Phase I, or II liberty based on legal, academic or other disciplinary reasons. NCO's may also be granted overnight liberty on a case by case basis.

(6) Limits on the distances all Marines may travel on liberty are:

(a) Phase I Liberty: Marine Battery (disciplinary), Ft Sill

(b) Phase II Liberty: Outlined in c. (3)

(d) NCO's: Marine Corps liberty limits are 100 miles for 48 hours, 300 miles for 72 hours and 600 miles for 96 hours.

(e) Marines desiring to travel in excess of these limits must have in their possession a special liberty chit authorizing such travel. Special Liberty chits will be reviewed by the Battery Commander via the Marine's course instructor.

(7) The purpose of the liberty buddy is to have a second set of eyes and ears to observe and avoid any/all situations detrimental to the safety of our Marines. Marines will arrive/depart their respective liberty location at the same time their accompanying party does.



However, Marines are not authorized to waive the 2145/2345 curfew in order to comply with this provision. All Marines will be accompanied by a second Marine, family member, or designated individual when on liberty.

d. Special Liberty: Special Liberty is defined as any liberty granted to a Marine other than normal liberty during non-working hours. Examples of special liberty are "the day off" to attend a wedding or other special function, a 72 or 96-hour pass. Special liberty will be considered on a case-by-case basis. Requests for special liberty will be forwarded to the Battery Commander via the chain of command. Marines granted special liberty chits must check out and in with the DNCO. Failure to check out or in with the DNCO will result in administrative or disciplinary action. Special liberty chits can be obtained from the Platoon Sergeant's office. All completed chits must be turned in no later than three days prior to the date of liberty requested. They must be signed by the student's Class Instructor and routed through the Battery chain of command.

e. The base Commanding General has designated certain establishments within the Lawton/Ft Sill and Wichita Falls, TX areas as "off-limits." Military personnel are not authorized to patronize these establishments. Marines are not permitted to enter establishments that are deemed off-limits by Enclosure (1) and Enclosure (2). Enclosure (1) is a memorandum, signed by the base General to all military personnel, designating all off-limits establishments. Enclosure (2) is locations designated off-limits by the Marine Battery Commander. These businesses have been identified by the Battery Commander as detrimental to the discipline of the Marine Battery personnel.

11. Physical Training. The purpose of unit PT is to establish or strengthen unit camaraderie and esprit de corps, and to prepare Marine for the rigors of combat. Battery PT formations are conducted on Monday, Wednesday, and Friday morning at 0500. Additionally, Battery PT is conducted with the goal of sustaining or improving the individual Marine's level of physical fitness in preparation for his entry into the Operating Forces. However, Battery PT alone will not ensure that each Marine is physically fit enough for daily life in the Operating Forces. It is the personal responsibility of every Marine to ensure that he remains constantly ready for the rigors of combat.

a. The PT uniform for summer is green shorts, green T-shirt, reflective belt, white socks and running shoes. The PT uniform for winter is the same as the summer uniform but includes plain green sweats (top and bottom), black watch cap and black or green gloves.

b. Personnel will be assigned to the Remedial Physical Conditioning Program (RPCP) for substandard performance on their initial Physical Fitness Test (PFT). All personnel assigned to the RPCP will remain in the program until they are capable of achieving a minimum passing PFT score for their respective age group and will then be re-evaluated for removal. The RPCP will be held at 0530 on Tuesday, Thursday, and Saturday mornings for those Marines failing to meet Battery standards for physical fitness.

c. The intent of the RPCP is not punitive in nature, but designed to encourage an improvement in overall fitness and body composition.

Participation in the RPCP is a mandatory requirement for Marines who fail the PFT or who are assigned to the Body Composition Program. Marines will also be assigned to the RPCP when they consistently display difficulty in accomplishing MOS-specific tasks relating to physical fitness, (e.g., upper body strength for moving ammo, weapons or equipment, etc.) or struggle to meet the minimum standard for an event during a semi-annual PFT. Marines deemed a run drop or straggler by a member of the battery staff may be placed on RPCP at the Battery Commander's discretion. Marines recovering from an injury or prolonged illness may be assigned to the RPCP if a formal remedial program would be beneficial. In this case, the battery staff will take into account any follow-up medical care (therapy) requirements and modify the RPCP to accommodate those physical limitations or restrictions imposed by the Medical Officer. Deficiencies, which can be improved or corrected by a command-directed remedial conditioning program, fall into several categories:

- (1) Lack of strength in one or more PT areas.
- (2) Lack of overall cardiovascular or muscular endurance.
- (3) Lack of adherence to body composition standards.
- (4) Lack of mobility (posture, balance, stability, agility, coordination, power, speed, and flexibility).

12. Consumption of Alcohol. The consumption or storage of alcoholic beverages by student Marines in all areas under the control of the Marine Battery is prohibited. In accordance with Department of Defense policy, Marines under the age of 21 are prohibited from consuming alcoholic beverages. This prohibition applies both on-base and off-base. All establishments whose principle business is the sale of alcoholic beverages (e.g. bars and liquor stores) are off-limits to Marines under the age of 21. Do not purchase alcohol for under age Marines.

**\*DO NOT CONSUME ALCOHOL EIGHT HOURS PRIOR TO DUTY OR SCHOOL!\***

13. Privately Owned Vehicles (POVs)

a. Entry Level Marines are not authorized to rent or to operate any motorized vehicle to include watercraft and recreational vehicles while assigned to the Marine Battery. Any Entry Level Marine arriving at Fort Sill with a vehicle will surrender his keys to the Battery Gunnery Sergeant upon reporting aboard. Keys will be returned only under the following conditions:

- (1) Upon graduation and departure from Fort Sill.
- (2) In order to allow him to drive his POV on authorized annual or emergency leave.

b. Non-Entry Level Marines are authorized to maintain and drive POVs. Non-Entry Level Marines reporting aboard with a POV will be prohibited from driving the vehicle until a Platoon Sergeant has verified the Marine has a valid state driver's license, registration, Driver Improvement Card and proof of insurance.

14. Cellular phone use. Cellular phones are authorized only in the barracks rooms, battery bleacher area, smoke pit or PT field at designated times. Cellular phones can be used each day from the time liberty is sounded until lights out. Cell phones are not authorized to be carried in uniform or taken to class except with special permission from the Chain of Command.

15. Use of Tobacco Products. Entry Level Marines assigned to the Marine Battery are prohibited from using tobacco products while in formation or any other type of duty (phone watch, morning cleanup, PT, etc.) Tobacco products are defined as cigars, cigarettes, snuff or chewing tobacco of any kind. While in class, Marines are authorized the use of tobacco products consistent with the rules and regulations established by their respective Instructional Departments. Smoking and tobacco chewing are only authorized in the designated smoking area. The battery smoking area is between building 3622 and 3602. No Marine will spit on the deck in the battery area or on the PT field. Tobacco use is prohibited in the barracks. Do not give or purchase cigarettes or any type of tobacco product for Marines under the age of 18.

16. Administrative Matters. Marines requiring assistance regarding administrative matters (e.g. pay problems, dependency applications, orders, travel matters, promotions, lost identification cards, etc.), should bring the matter to the attention of a Platoon Sergeant as soon as possible. Remember, if you do not tell anyone you have a problem, then no one can help solve your problem.

17. Mailing address.

<u>Format</u>			<u>Example</u>			
Rank, Name			PFC Doe, John A.			
Marine Battery			Marine Battery			
Class Title, Class Number			MASOC 6-06			
PO BOX 810			PO BOX 810			
Fort Sill, OK 73503-5810			Fort Sill, OK 73503-5810			
<u>MOS:</u> 0811          0842          0844          0847          0861          2887						
Class Title: MCCCC      RADAR      MCFAFCC      METRO      MASOC      MAEMC						

18. Weapons. Personal weapons of any type are not authorized (all guns, explosives, fire arms, knives, or bladed weapons). A weapon is defined as any object that is expressly manufactured to enable one to cause bodily harm to another individual. Multi-tools (i.e. Leatherman, Gerber, etc.) are authorized for use only in the performance of ones duty. **Horse playing with any of these items will not be tolerated.** If a Marine reports aboard with a personal weapon, he will turn it in to a Platoon Sergeant for safekeeping. Marines who turn in personal weapons in to the Platoon Sergeants will ensure that the weapon is properly marked and will receive a serialized tag that will be logged into the contraband logbook. Upon departure from Fort Sill, the Marine will retrieve his confiscated property. If a member of the battery staff finds an unauthorized weapon after the Marine has had an opportunity to turn it in, disciplinary action may follow.

19. Marines Awaiting Training (MAT). The Marine Battery will institute a Marines Awaiting Training (MAT) program in accordance with Training and Education Command (TECOM) and Marine Artillery Detachment direction. Training will be accomplished at the direction of the Battery Commander. On non-MAT days, Marines will conduct productive cleaning and maintenance activities in the battery area, or at outside agencies with the following stipulations:

a. The outside agency must have the same number of soldiers of the same pay grade working side by side with the Marines. (The Marines are not to be the only source of labor).

b. The Marines in the Battery must be transported to and from the location via legal and safe means by the agency being supported.

c. The Marines must not leave Fort Sill, and a phone number and point of contact will be provided to the Platoon Sergeants.

d. The Marines must be fed at either Guns and Rockets or the Blockhouse and kept hydrated. If inclement weather is encountered, the Marines must be properly clothed or sheltered.

e. The activity the Marines are supporting must directly reflect a benefit to all of the Marines in the Marine Battery.

f. At no time will any activity take precedence over formal classroom training.

g. The Battery Commander and his staff will ensure the safety and welfare of all Marines assigned to working parties.

20. Controlled Substances (Drugs). The use, possession or sale of illegal drugs, the abuse of prescribed medications, or the use of steroids is not tolerated in the U.S. Marine Corps. In order to combat illegal drug use, the Marine Battery conducts monthly 100% unit urinalysis tests and random 10% urinalysis tests. In addition, all Marines returning from UA status will be required to submit to a urinalysis test. The Marine Battery does not announce the time or date of the urinalysis testing. Under this program, every Marine assigned to the battery is subject to urinalysis testing at any time and will have been tested at least once before their class graduation date.

21. Applicability. This order applies to all Marines assigned to the Marine Detachment at Ft. Sill. This policy supersedes any previously published command policies.

22. Tattoos. Student personnel are educated on the Marine Corps Tattoo Policy and highly encouraged to not get body art of any type while in a student status at Fort Sill. Oklahoma tattoo parlors do not follow FDA standards with regards to disinfection. As a result Marines in the past have lost valuable training time due to medical hold resulting from infections from tattoos. Piercings, brandings, etc. are expressly forbidden Marine Corps Order. Failure to adhere will result in disciplinary action.

23. Marine students have one purpose: to complete their training in their primary MOS and join the Fleet Marine Forces. All Marines assigned to Ft. Sill are reminded to conduct themselves in a mature, responsible, professional manner at all times. Anything Marines say or do aboard Ft. Sill reflects upon the Marine Corps as a whole. Take this responsibility seriously.

//SIGNED//

A.J. JOHNSON